

Saratoga Shores  
ELEMENTARY



*Parent & Student*  
**HANDBOOK**

2020-2021 SCHOOL YEAR

## Contact Information

### Saratoga Shores Elementary

Office Hours: 7:30 a.m. - 4:00 p.m.

(801) 610-8716

1415 S. Parkside Dr.

Saratoga Springs, UT 84045

[saratoga-shores.alpinedistrict.org](http://saratoga-shores.alpinedistrict.org)

### Daily Schedule

KINDERGARTEN SCHEDULE			
MONDAY EARLY OUT		TUESDAY-FRIDAY	
Start	End	Start	End
A 9:15	12:00	9:15	12:00
B 12:35	2:30	12:35	3:30

FIRST-SIXTH GRADE SCHEDULE			
MONDAY EARLY OUT		TUESDAY-FRIDAY	
Start	End	Start	End
A 8:00	1:15	8:00	2:15
B 9:15	2:30	9:15	3:30

### Alpine School District

Office Hours: 8:00 a.m. - 5:00 p.m.

(801) 610-8400

575 N 100 E

American Fork, UT 84003

[alpineschools.org](http://alpineschools.org)

*"Build the Know, Do, Be. in our Learners-  
One student at a time"*

## Responsibilities

### STUDENTS

- Attend school daily and be on time
- Learn and use the educational experiences provided
- Be prepared with all materials and assignments
- Know and follow rules/procedures
- Respect different opinions and points of view
- Respect others and property of others
- Take care of property provided to you by the school (e.g, textbooks, equipment, materials)
- Maintain a positive attitude towards learning
- Believe in your ability to succeed
- Leave items not school related at home (toys, games, jewelry, makeup, game boys, etc.)

### Parents/Guardians

- Provide a nutritious breakfast and adequate rest for your child
- Dress your child appropriately for school activities and weather
- Have your child arrive at school on time
- Make sure your child is picked up promptly after school
- Follow parking lot safety procedures as directed by staff
- Help your child establish good study habits by providing appropriate time and place for completion of school work
- Communicate with your child's teacher regarding questions or concerns
- Read communications from the school

### Faculty and Staff

- Provide quality instructional programs
- Provide an orderly classroom and safe school environment
- Assist parents in helping students develop self-discipline, self-respect, self-confidence, and responsibility for actions
- Communicate regularly with parent regarding student progress
- Treat students with respect, fairness, and in a consistent manner
- Be on time to school responsibilities including: start of contract day, class time, and duties
- Follow school dress code
- Abide by all school rules/expectations
- Turn off cell phones during school hours
- Be responsible for all students

## Accidents or Illness

1. Whenever a serious accident or illness occurs, the school will attempt to contact the parent first and then others who have been designated on the HEALTH AND EMERGENCY INFORMATION sheet filed in the office or on Skyward.
2. Calls will be made in this order:
  - Home
  - Mother or Father's work
  - Neighbors or relatives listed on the HEALTH AND EMERGENCY INFORMATION sheet
3. If an accident or illness appears to be life threatening, the school will call 911 immediately.
4. Students may be picked up by the parent or the person designated by the parent. By district policy, we cannot send the student home; they must be picked up and signed out at the office.
5. Please keep the school office and classroom teacher informed of any telephone number or address changes by keeping your Skyward information up to date.

## Attendance Policy

-As the State Legislature and State School Board make changes to Attendance and discipline Policies and Procedures, Alpine School District and local school policies and procedures will be updated and will be communicated at that time.

-Much of the curriculum at our school is taught through hands-on authentic experiences. Because of this, there is not always a lot of work that can be made up outside of class. Please help your child be at school on time every day unless they are ill. Making sure that your child attends school every day sends a strong message to your child about the importance of education and helps to establish good habits for their future academic career.

-In accordance with the Utah State Compulsory Attendance Law, district policy states, "Every parent, guardian or other person having control of any minor between six and eighteen years of age shall be required to send such minor to a public or regularly established private school during the regularly established school year or in the district in which the minor resides."

## Attendance Policy Continued

- District policy further states that "Students should be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities.
- The Alpine School District Board of Education "has determined that the parent or legal guardian of a student can excuse an absence for reasons they deem necessary." A Notice of Compulsory Education Violation may be issued if a student has more than five unexcused absences.
- Student instruction begins promptly each day. Attendance is taken each morning by 9:30 a.m.

### -Check-Out Procedures-

- A parent or authorized designee must come in person to the school to pick up students during school hours. You MUST have a driver's license I.D. to show at check-out. Students will be called from class only after a parent/designated adult has signed the check-out log. PARENTS MAY NOT CALL AND ASK THAT THEIR STUDENT BE CALLED OUT OF CLASS PRIOR TO THEIR ARRIVAL, MEET THEM OUTSIDE, OR BE ALLOWED TO WALK HOME.
- Unless the school has a copy of a court order designating custody, the student cannot be prevented from leaving the school with either parent or guardian. ONLY THOSE PEOPLE YOU HAVE DESIGNATED ON THE STUDENT'S EMERGENCY HEALTH AND INFORMATION FORM MAY CHECK-OUT YOUR CHILD.

## Arrival/Dismissal

### -Arrival-

- Minimal supervision is provided before or after school. The first bell will ring at 7:55 a.m. for A track and 9:10 a.m. for B track. The tardy bell will ring at 8:00 a.m. for A track and for 9:15 a.m. for B track. Please have your student to school by the first bell. Students eating breakfast may arrive at 7:30 a.m. for A track and 8:45 for B track, but students should go straight to the lunchroom.

-As students arrive to school they may play on the playground until a supervisor signals them to enter the building.

-On bad weather days students will line up in the gym.

-If bicycles/scooters/skateboards are ridden to school they should be walked on school property. They may not be ridden on the school playground before, during, or after school hours. Bicycles should be parked only in the rack area. The school is not responsible for the security of the bicycles on school ground. Please provide a lock for the student's bicycle.

### -Dismissal-

- Students should leave the school building and grounds when school is dismissed unless a scheduled, supervised activity is provided. Students staying for such activities must make prior arrangements for a way home.

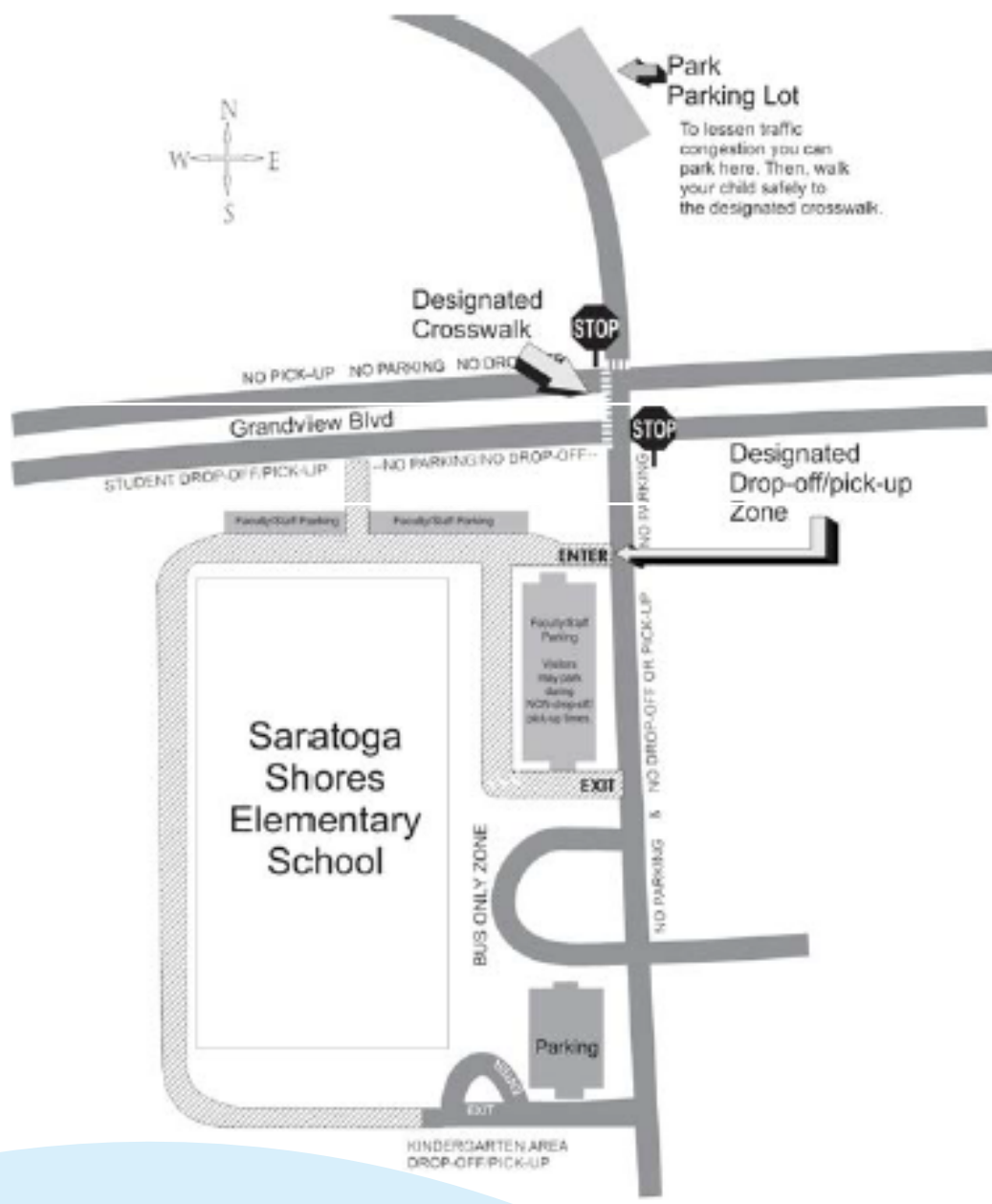
-Please use the designated student drop off lane if you bring students to school or pick them up after. **BUS LOADING LANES ARE FOR BUSES ONLY.** Please do not drop off or pick up students in the parking lot, as this could be dangerous.

-Students should walk to the buses. No pushing or roughhousing is allowed while waiting for the bus. Students should remain behind the bus line while waiting to board the bus.

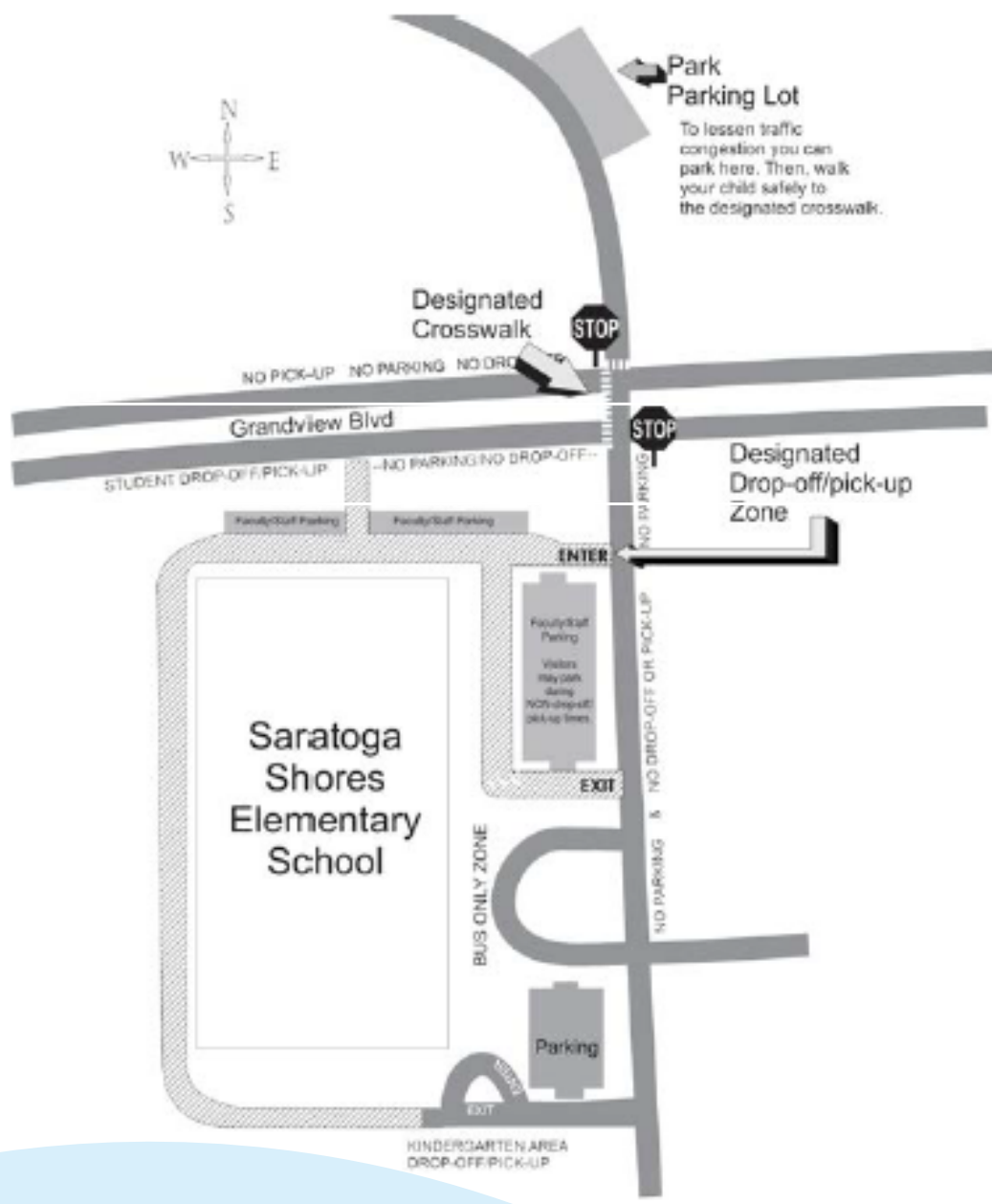
-Students will follow directions given to them by the teachers on duty.

-Students will only cross at marked crosswalks.

# Arrival/Dismissal Continued



# Arrival/Dismissal Continued





## Calendar

Because events are being added throughout the year, please visit Saratoga Shores website or the ASD Connect App to find the latest up-to-date events. (<https://saratogashores.alpineschools.org/>)

## Cell Phones

Students are allowed to bring cell phones to school as long as they remain inside the student's backpack during school hours, including recess and lunch. If a student is using a cell phone or smartwatch when not permitted, a teacher or administrator may hold the device until the end of the student's school day. If the student continues to disregard this procedure, a parent may be requested to pick up the device. Under the teacher's approval and supervision, a student may be allowed, at specific times, to use his or her device as a tool for learning during class time. We encourage students to use the school phones to call home as needed during the school day. The school is not responsible for lost or stolen electronic devices.

## Classroom Treats

Special treats are permitted with the permission of the classroom teacher. However, we are required by the State Board of Health to serve only treats prepared by a person with a food handler's permit. To insure student safety birthday treats should be store bought.

## Code of Conduct

The following school rules must be obeyed:

1. Students are responsible, respectful and demonstrate safety to all teachers and all staff.
2. Students will not disturb other students or their property
3. Fighting, vulgar language, bullying and stealing are not permitted and may result in suspension from school or other school site consequences
4. Students are not to leave the classroom without teacher permission
5. Throwing snowballs is not permitted and is against Alpine School District policy
6. Regulation baseballs (hardballs) are not to be used on the playground
7. Chewing gum during the school day is not permitted
8. All students are responsible for their own behavior and are expected to abide by the rules of the school
9. Student writing and conversations should not include violent acts, gore or sexual content

## Dress Code

Please help students observe the following dress standards as adopted by Alpine School District and Saratoga Shores Elementary;

-Hair: Hair should be clean and well-groomed. Hairstyles distracting in appearance or needing constant attention are not acceptable. Hair color and style should not distract from the purpose of education.

-Footwear: All students are required to wear appropriate footwear to school. Flip flops or other sandals without a strap over the heel are not appropriate footwear. Shoes with wheels are not permitted at school.

-Clothing which is ragged, tattered, or deliberately distracting in appearance must be avoided. Skirt length needs to be at least to the knee. Shorts that are shorter than fingertip length, halter-tops, bare midriffs, cutoffs, tanks tops, "bike" shorts, pajamas, and jeans of a grubby type are not acceptable. Clothing which contains slogans or insignia which are contrary to the educational purposes of the district should not be worn. This includes, but is not limited to vulgar words, profane or obscene slogans, and pictures or advertisements for alcohol, tobacco, and drugs. If a child comes to school inappropriately dressed, parents will be called to bring clothing for the child to change into or a cover shirt may be provided.

-Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons approved by school administration.

## Drugs

1. Students using, distributing, or selling illegal drugs or imitation drugs on the school campus will be expelled from school and the police will be contacted.
2. Parents are expected to talk to their children about the harmful effects of drugs and ways they can refuse to become involved.
3. Sixth grade students may participate in a drug refusal program sponsored by the Saratoga Springs Police Department.

## Emergency Plan

In the event of a school evacuation, students will remain with their regular class. Parents or other approved adults will then sign out the students. Please make certain to fill in the entire Health and Emergency Information Sheet, both in paper form and on Skyward, especially the person to call during an emergency. It is particularly helpful to list at least one neighbor.

Several emergency evacuation drills for fires, earthquakes, or any other need to evacuate the building have been scheduled for the year. Please take the opportunity in your family to discuss what your family members should do in an emergency. This will help to alleviate the fear if and when an actual emergency occurs.

## Field Trips

Each grade level has a scheduled field trip. Field Trip Permission Slips will be sent home prior to each field trip. Please sign and return the form with your student to his/her teacher. Students will not be allowed to participate in a planned field trip without a signed permission slip.

## Home Communication

Most of our communication, both on a classroom and school level, will be via email.

Occasionally notes will be sent home with the family representative only. That person is the youngest person in your family who attends our school.

Encourage your students to bring home all notes from the school and please check your child's backpack every day for important notes and information.

Updated dates and information will be posted on the school calendar found at:

[saratogashores.alpineschools.org](http://saratogashores.alpineschools.org)

## Homework

1. Homework is determined by the grade level and teacher.
2. If you are concerned about the amount of homework or the type of homework, please contact your student's teacher with specific concerns.
3. Research shows immense benefits from parents reading with their children at least 20 minutes every day.

## Lost and Found

1. To facilitate the return of lost articles, all clothing, caps, coats, balls, etc., should be labeled with your child's name.
2. Lost & Found items are placed in containers in the middle west door entrance
3. Lost articles will be stored for a brief period of time and items not claimed will be donated to a charitable organization. Notices will be sent via email.

## Medication

Without an Authorization of Student Medication form filled out by the parent and the student's physician, the school cannot administer medicine, including aspirin. These forms need to be updated annually and as needed when there is a change on a doctor's orders for the medication. After receipt of the Authorization Form, the teacher can administer the medication. The medication cannot be sent to school with the child. The parent and the teacher need to count and record the number of pills and sign the medication form each time the pills run out. Parents should deliver the pills to the teacher and not send it to school with students.

Students are not allowed to have medication of any kind (aspirin, Tylenol, cough drops, etc.) in their pockets to take during the day. PLEASE DO NOT SEND MEDICATION WITH STUDENTS TO SCHOOL. Parents will need to come to school to administer medication to their child or have a doctor sign the Authorization of Student Medication form. Neither the office nor the teacher can administer any medication without proper authorization. If at all possible, we encourage medication to be taken outside of school hours.

## Nutrition Services

### 1. Free & Reduced Meal Program

To apply for Free & Reduced lunch, please go to [alpineschools.org](http://alpineschools.org), then departments, then Nutrition Services.

### 2. Breakfast

No outside supervision is provided prior to breakfast. Students are encouraged to arrive at 7:40 or 8:55 and immediately enter the center back door of the building for breakfast.

### 3. Lunch

While we cannot require children to eat all their lunch, we do ask that children try at least one serving of each type of food. Please encourage your child to do so.

Students should take their lunch money to the lunchroom as soon as they arrive at school.

In an emergency, students may charge one lunch.

Please direct questions to Nutrition Services, 490 N.State St, Lindon, UT 84042. Phone: (801) 610-8031.

### 4. Lunchroom Rules

Please review the following lunchroom rules with your students. Courtesy in the lunchroom means following the rules below so we can all have a safe, friendly place to eat.

-Walk at all times. -Pick up after yourself. -Use inside quiet voices. -Keep all food in the lunchroom. -Wait at your table until your regular classroom teacher picks you up.

-When you teacher dismisses your table, throw your trash away before leaving the lunchroom.

-Follow all ADULT directions the first time they are given.

## Phone Calls

Please discuss with your children the fact that phone calls should be limited to important reasons only. Discourage them from calling home unless it is truly necessary.

Calls into the classroom are very disrupting for the teacher and students. Please leave a message for the teacher to call you at a more convenient time. If it is an emergency, talk to the school secretary for assistance. We ask that arrangements be made prior to school for after school transportation and activities. We do our best to not disrupt the classes.

## Skyward

Student information, attendance and grades can be accessed and must be updated in Skyward yearly. Parents are encouraged to track student attendance and progress by using Skyward. Parent logins for Skyward can be accessed through the school website [saratogashores.alpineschools.org](http://saratogashores.alpineschools.org). Please call the office if you need assistance with Skyward.

## Recess

1. Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recess.
2. All healthy children are expected to go outside for recess except when the weather conditions are extreme. Temperature and pollution guidelines from the district determine "inside" or "outside" days. When the temperature is 20 degrees F or below, students remain inside during recess.
3. If you desire that your child not go outside at recess on a specific day because of health reasons, please send a note to the teacher.
4. Lunch recess is before lunch. Aides will bring students inside when it is time to eat lunch.
5. Students should use the provided playground equipment unless a teacher authorizes additional sports equipment. Other toys, cards or personal items should not be taken to recess to avoid loss, damage or conflict.

## Safe Schools Policy

Your child has the right to be safe and protected and feel secure in the school environment.

Alpine School District has a Safe Schools Policy that states that all students should have a safe school environment. If your child is being harassed in any way (including sexual harassment), please report it to the teacher, school psychologist, or principal immediately.

## Safety

1. Safety is a topic that needs to be discussed frequently. Students need reminders every few weeks.
2. Please review with your children the importance of being safety-minded as they travel to and from school.
3. Be certain kindergarten, first grade, and students new to school know their way to and from school.
4. Please impress upon your children that they should not talk to strangers nor accept rides from a stranger and if they feel uncomfortable to report it to a trusted adult.

It is against district policy for junior and senior high school students to be in the building or on the campus, which includes the playground and basketball equipment, during regular school hours and before and after school. Students loitering around the school playground during regular school hours will be asked to leave. Law enforcement may be called if problems persist.

## Withdrawing Students

1. Should it become necessary to withdraw your child during the school year, please do the following:
2. Notify the school office and his/her teacher a week in advance.
3. Be sure to come to the office on the last day to complete a student check-out form.
4. Return all school books to the teacher and the Media Center.
5. Check with the lunchroom manager to make sure lunch charges or refunds have been resolved.



## Wellness Checklist

**In the last 48 hours have you had any of the following symptoms?**



**Fever greater than 100.4**



**Cough, shortness of breath or difficulty breathing**

**Chills or muscle aches**



**Sore throat**



**Loss of sense of smell**

**Loss of sense of taste**



**In the last 2 weeks have you been exposed to someone who has tested positive for COVID-19?**

**If so, please do not enter the school! Contact your health care provider for possible COVID-19 testing.**